

## Administrative Order



**Administrative Order No.:** 7-15

**Title:** Rates for Special Off-Duty Services

**Ordered:** 6/22/04

**Effective:** 7/2/04

### **AUTHORITY:**

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter and Section 2-56 of the Code of Miami-Dade County.

### **SUPERSEDES:**

This Administrative Order supersedes previous Administrative Order 7-15, ordered May 6, 2003, and effective May 16, 2003.

### **POLICY:**

Section 2-56 of the Code of Miami-Dade County allows for the assignment of off-duty County personnel to provide special law enforcement services to persons engaged in activities or functions of which such services would reasonably be seen as necessary. It is the policy of Miami-Dade County that the rates to be charged for such services shall be adequate to compensate off-duty County employees for their services, and also to enable the County to recover the fringe benefits and administrative costs associated with these assignments.

### **PROCEDURES:**

The following hourly rates will be paid to employees.

<b>Classification</b>	<b>Hourly Rates</b>
Court Services Officer 1	\$26.00
Correctional Officer 1	\$26.00
Court Services Officer 2	\$28.00
Correctional Corporal	\$28.00
Police Officer	\$30.00
Reserve Officer	\$30.00
Correctional Sergeant	\$30.00
Police Sergeant	\$32.00
Police Lieutenant	\$34.00

Police Captain

\$36.00

These rates shall be adjusted once every two fiscal years to keep pace with the national consumer price index rate of inflation. Adjustments shall be rounded to the nearest dollar amount.

Should the off-duty employee and the permittee so agree, a lesser rate may be paid provided that such rate is not less than one dollar and fifty cents (\$1.50) per hour less than the rates for all classifications except Police Lieutenant and Police Captain. A lesser charge may be paid for the classifications of Police Lieutenant and Police Captain provided that such rate is not less than two dollars and fifty cents (\$2.50) per hour than the established off-duty rate. As County vendors, Reserve Officers may also work any off-regular duty details when there are insufficient full-time officers to appropriately staff the event. The reserve officers will be in the accompaniment of a full-time officer as a two-man unit while performing off-regular duty details. Police Officers and Reserve Officers are eligible to receive a \$3 per hour pay supplement for working at Pro Player football games when the attendance is 40,000 people or more.

The vendor contracting for off-duty services pays the employee rate plus the prevailing rates for social security (FICA and MICA), special risk retirement and an administrative surcharge to cover the cost of providing the service.

**TOTAL CHARGE TO PERMITTEE:**

A surcharge of five percent (5%) will be charged to the permittee to cover the County's direct costs of processing and recording off-duty services. The sum of the three charges (employee rate of pay, social security and retirement benefits, and surcharge) is to be rounded to the nearest twenty-five cents (\$0.25) and charged for each hour or fraction thereof of service provided.

**MINIMUM CHARGE:**

The minimum charges for off-duty services shall be the amount applicable for three (3) hours of service.

**TIME OF SERVICE:**

Hourly charges for off-duty services will be calculated from the starting time and location agreed upon by the permittee and the department issuing the permit, through the time of completion of the required services, exclusive of travel time from the location associated with the completion of services to subsequent personal or other official destination of the employee(s).

**UTILIZATION OF VEHICLES:**

The charge for the use of County vehicles in connection with off-duty assignments shall be four (4) dollars per hour or \$.053 per mile, whichever is greater. If special equipment such as boats or aircraft is involved, the department shall set charges based on known operating costs or upon prevailing private sector rates for such equipment.

**COLLECTION OF FEES AND PAYMENT TO EMPLOYEES:**

The department providing services shall be responsible for providing permittees with information as to the current charges and for the collection of all monies due from the permittee in accordance with departmental procedures. Accounts thirty (30) days in arrears may be subject to finance charges up to the, maximum legal rate. In no instance shall the employee(s) performing the service be permitted to receive or required to assist in the collection of any monies due the department from the permittee. Personnel performing off-duty services shall be fully compensated in the paycheck for the pay period during which the off-duty services were provided, or in the immediately following paycheck. Permittees may be required to leave a deposit of up to 100% of the projected cost of the service.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess  
County Manager